

TITLE, SERIES, GRADE: Counsel for National Security Matters, ES-905-01/03

SALARY RANGE: \$131,342 - \$142,500

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 04-SES-CRM-02

AREA OF CONSIDERATION: All Sources

OPENING DATE: 11/28/03

CLOSING DATE: 12/19/03

DUTY LOCATION: Criminal Division, Office of the Assistant Attorney General, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

DUTIES:

The incumbent of the position serves as the representative of the Criminal Division in interagency meetings and other venues on matters regarding the international or national security aspects of Federal law enforcement and on the relationship between Federal law enforcement and the intelligence community.

Works closely with the Director of the Office of International Affairs on sensitive international and treaty matters, developing policy and briefing materials for higher level officials.

When requested, the incumbent will provide, on behalf of the Criminal Division, support to the Office of the Attorney General and the Office of the Deputy Attorney General, regarding international and national security matters.

In support of the AAG, the incumbent will supervise the drafting of Congressional testimony for pertinent hearings on international matters.

Serves as a key advisor on international and national security matters. Represents and proactively advances a leadership position that involves the effective coordination and cooperation with foreign governments on criminal enforcement matters having substantial policy and/or national security implications.

Meets with cabinet level criminal justice personnel and top level representatives of law enforcement agencies in subject countries to assess need for and to foster participation in training programs. Because contacts are made at a very high level in the potential host—countries, incumbent must be aware of policy implications in virtually all aspects of work.

MANDATORY QUALIFICATIONS

A. Executive/Managerial Requirements – For consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). Applicants must provide a supplemental narrative that demonstrates possession of competencies in the following Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM):

- 1) **Leading Change:** The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

- 2) Leading People: The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
- 3) Results Driven: Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
- 4) Business Acumen: The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
- 5) Building Coalitions/Communication: The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

B. Professional/Technical Requirements: In addition to the Executive/Managerial requirements, applicants for this position must also provide a separate narrative that demonstrates strong professional/technical skills as listed below:

- 1) Ability to formulate and implement Departmental policies on all matters pertaining international or national security;
- 2) Familiarity with Federal law enforcement agencies and the intelligence community;
- 3) Proven ability to interact effectively with top level representatives of Federal and foreign criminal justice personnel;
- 4) Law degree and Bar membership is required.

EVALUATION METHODS:

Candidates will be evaluated on the qualifications identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history.

ADDITIONAL INFORMATION:

The managerial qualifications of a selectee who is not a current or former Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, an individual entering the SES career service for the first time is subject to a one-year probationary period.

HOW TO APPLY:

A. Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume (please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are

available in most Federal agencies); or

(3) Standard Form 171, Application for Federal Employment.

- B. To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Executive/Managerial and Professional/Technical Requirements listed above.
- C. In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications should be sent to: Department of Justice, Criminal Division, Personnel Programs Staff, 1400 New York Avenue, NW, Suite 500, Washington, DC 20530,
Attn: Patricia Lee. **All applications must be received by midnight of the closing date.**

For additional information or copies of forms, please call (202) 514-2811.

Applicants must meet qualification requirements by the closing date of the announcement.

NOTE: If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

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